## **E-Services**



UHCL

## Dropping a Class

| Steps | Descriptions   |                                   |                        |                         |          |                           |              |            |        |  |  |
|-------|--|-----------------------------------|------------------------|-------------------------|----------|---------------------------|--------------|------------|--------|--|--|
| 1.    | Access the UHCL E-Services page at <u>www.uhcl.edu/eservices</u> .                 |                                   |                        |                         |          |                           |              |            |        |  |  |
|       | Enter yo   | our UHCL network                  | ID and password o      | r your 7 digit ID a     | and pase | sword.                    |              |            |        |  |  |
| 2.    | Click or   | n the Academic Re<br>emic Records | ecords tile            |                         |          |                           |              |            |        |  |  |
| 3.    | On the left side menu bar, select Enrollment:Drop Classes Enrollment: Drop Classes |                                   |                        |                         |          |                           |              |            |        |  |  |
| 4.    | Select a term, if applicable. Click on Continue.  Add Classes  Select Term         |                                   |                        |                         |          |                           |              |            |        |  |  |
|       | Select a term then select Continue.  |                                   |                        |                         |          |                           |              |            |        |  |  |
|       | 1  | Term                              | Career                 |                         | Institu  | tion                      |              |            |        |  |  |
|       | 0  | Spring 2017                       | Graduate               | Graduate UH             |          |                           | H-Clear Lake |            |        |  |  |
|       |  | Summer 2017                       | Graduate               | Graduate UH-Clear Lake  |          |                           |              |            |        |  |  |
|       |  |                                   |                        |                         |          | Continue                  |              |            |        |  |  |
| 5.    | Select the class you want to drop. Click on <b>Drop Selected Classes</b> .         |                                   |                        |                         |          |                           |              |            |        |  |  |
|       | 1. Select classes to drop  |                                   |                        |                         |          |                           |              |            |        |  |  |
|       | Select the classes to drop and select Drop Selected Classes.                       |                                   |                        |                         |          |                           |              |            |        |  |  |
|       | Summer 2017   Undergraduate   UH-Clear Lake Change Term                            |                                   |                        |                         |          |                           |              |            |        |  |  |
|       | Enrolled   |                                   |                        |                         |          | Oropped     A Wait Listed |              |            |        |  |  |
|       | Select   | Class                             | Description            | Days/Times              | S        | Room                      | Instructor   | Units      | Status |  |  |
|       | ~  | ACCT 1234-11<br>(10304)           | TEST ACCT<br>(Lecture) | MoTuWe 3:00PM<br>6:45PM |          | TBA                       | Staff        | 4.00       | · 🖌    |  |  |
|       |  |                                   |                        |                         |          |                           | Drop Sele    | cted Class | ses    |  |  |
|       |  |                                   |                        |                         |          |                           |              |            |        |  |  |

## **E-Services**

|    |   | E-Sei                  | rvices   | UH             | CL           | The<br>is | choice<br>clear. |  |  |  |  |  |
|----|---|------------------------|--|----------------|--------------|-----------|------------------|--|--|--|--|--|
| 6. | Click on Finish Dropp   | ving.                  |  |                |              |           |                  |  |  |  |  |  |
|    | 2. Confirm your selection   |                        |  |                |              |           |                  |  |  |  |  |  |
|    | Select Finish Dropping to process your drop request. To exit without dropping these classes, select Cancel.   |                        |  |                |              |           |                  |  |  |  |  |  |
|    | Summer 2017   Undergraduate   UH-Clear Lake   |                        |  |                |              |           |                  |  |  |  |  |  |
|    |   |                        | Enrolled   | SDropped       | ▲Wait Listed |           |                  |  |  |  |  |  |
|    | Class   | Description            | Days/Times   | Room           | Instructor   | Units     | Status           |  |  |  |  |  |
|    | ACCT 1234-11<br>(10304)   | TEST ACCT<br>(Lecture) | MoTuWe 3:00PM - 6:45PM                                   | ТВА            | Staff        | 4.00      | <b>~</b>         |  |  |  |  |  |
|    | Cancel Previous Finish Dropping   |                        |  |                |              |           |                  |  |  |  |  |  |
| 7. | The system will indicate if you have successfully drop the class. 3. View results View the results of your enrollment request. Select Fix Errors to make changes to your request. Summer 2017   Undergraduate   UH-Clear Lake |                        |  |                |              |           |                  |  |  |  |  |  |
|    | Success: of   | dropped                | X Error: unable to drop class                            |                |              |           |                  |  |  |  |  |  |
|    | Class   |                        | Message  |                |              | St        | atus             |  |  |  |  |  |
|    | ACCT 1234   |                        | Success: This class has been removed from your schedule. |                |              |           | <b>~</b>         |  |  |  |  |  |
|    |   |                        |  |                | My Class So  | chedule   |                  |  |  |  |  |  |
| 8. | Click on  | or Student             | t Home to return   | to the Home Pa | ge.          |           |                  |  |  |  |  |  |